

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0807552
POSITION NO: 209979
CLASS CODE: 3680

Date Posted: 02/25/13
Closing Date: 03/08/13

POSITION TITLE: RECREATION SPECIALIST
DEPARTMENT NAME: Office of Youth Development
DEPARTMENT NO: 80 WORKSITE LOCATION: Fort Defiance, Arizona
WORKS DAYS/HOURS: Monday-Friday; and some POSITION TYPE: GRADE: R62A
Weekends Permanent: ☒
Days: 8:00 am - 5:00 pm; and SALARY
some evenings Temporary: ☐
Hours: some evenings Part-Time: ☐ Duration: Per Annum
No. of Hrs/Wk: 40 \$ 32,073.60
\$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

Develops, coordinates, implements, and evaluates a variety of recreational programs. Develops program and client objectives to aid in the ongoing success of the recreational program. Plans, directs, promotes and develops client interest, support and participation in recreational activities involving various sports, fitness events, arts and crafts/hobbies; conducts studies, surveys and research to assess, evaluate and determine recreational needs and interests; attends various meetings to disseminate information and gain overall program support to aid in the determination of fitness needs and potential and to seek community interest. Serves as a direct service provider ensuring delivery of interactive comprehensive services to youth. Program activities focus on youth development; activities/goals which may include competitive, non-competitive sports, family activities, fitness workshops, experiential learning and additional activities focused on positive development of character, self-esteem, leadership and overall health. May also serve as a liaison to all other areas of service, focusing on the development of youth in areas of job readiness, character development, culture and interpersonal/intrapersonal communication.

Plans, develops, organizes and conducts in-service and related training for youth, staff and volunteers in the areas of teamwork, leadership, stress management, etc. Promotes a network of partnerships with local educational and youth development organizations for support, integration and coordination of efforts; may coordinate activities and services with other professional personnel such as those engaged in medicine, social work, therapy, psychology, and/or juvenile or youth work to ensure that recreation is balance, coordinated and integrated with special service needs. May supervise recreation coordinators and/or interns, when necessary; prepares required reports and forms, case notes, proposals and budgets. May be assigned other duties pertinent to the overall success of the program.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's degree in Recreation, Leisure studies or closely related field; and

Preferred: Recreation Leadership, Health Promotion, Exercise Science, Education, Liberal Arts or related field.

Experience:

Two (2) years in recreation planning and development; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.)***

Special Knowledge, Skills and Abilities:

Knowledge of methods and techniques of program planning and objectives for public recreation/fitness; Knowledge of active and passive game activities suitable for children, adolescents, adults, senior citizens and/or special populations; knowledge of current principles, techniques and objectives of public information and relations programs; writing skills; oral communication skills; and event management skills.

License/Certification Requirements:

State Drivers License (required); Navajo Nation vehicle permit (required); CPR & First Aid certification **preferred and required.**

JOB RELATED BACKGROUND CHECK REQUIRED, BECAUSE POSITION REQUIRES WORKING WITH YOUTH. APPLICANT WILL BE RESPONSIBLE FOR ANY FEES ASSOCIATED WITH THE BACKGROUND CHECKS.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99